



KVOA COMMUNICATIONS, INC.  
 P.O. Box 5188, Tucson, Arizona 85703-0188  
 Studios at 209 W. Elm, 85705-6538  
 Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder  
 For Each Vacancy at the Station(s)

Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

1. Job Title: ACCOUNT EXECUTIVE
2. Station: KVOA
3. Date Position Opened: 5/2/11
4. Date Position Filled: 7/11/11 8/1/11
5. Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes [ ☒ ]

No [ ☐ ]

II. Interviews

1. List of people interviewed for this position:

Name	Date	Recruitment Source
JANET DUTLEDGE	5/11/11	LYNN JEFFRIES Referral
TAMARA HARRIS	5/13/11	KATHI LEVITA Referral
TIMOTHY VONDER	5/3/11	SELF
DEBBI SMITH	5/5/11	SELF
EMMA YOUNGBLOOD	5/12/11	KRISTINA GREEN
COURTNEY WILLIAMS	4/6/11	VIA A CAREER FAIR
TIMOTHY MCCARTHY	4/22/11	RYAN DELVER Referral

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2. Total number of people interviewed for this position: 7

3. Total number of applicants for this job: 13

III. Hiree

Person ultimately hired for this position:

Name: Tirey Venger

Recruitment Source: Self

Approval:

General Manager: Bill D. Date: 7/25/4



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## Part B Recruitment Sources Utilized

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1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 5/12/11  
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: \_\_\_\_\_  
Date Sent: 5/12/11  
Attach proof of sending to third party.  
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 5/12/11  
Attach a copy of the current list of such organizations.  
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

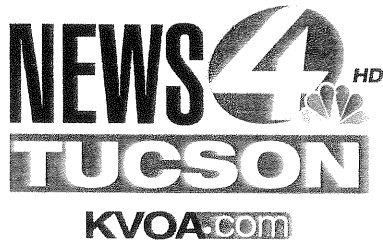
Email:

How was notification given to this source?

June 1, 2011

Please refer to the original Account Manager (AE) hiring folder (Renee Bathe) for posting details. Position posted on 5/12/11.

Gabriella  
Payroll Clerk



**KVOA COMMUNICATIONS INC.**

**Job Opening**

**Account Executive**

Do you want to market a top rated NBC station in beautiful Tucson, Arizona? First in HD News and dominant Interactive Websites...Cordillera owned, KVOA 4, seeks a highly motivated Account Executive. Solid account list with base/income and strong financial upside potential for a driven self-starter. Must be a passionate individual in order to bring in new business for TV and Interactive Sales. 1-3+ years experience in sales and college degree preferred.

Please send resume and references to:

[jgreen@kvoa.com](mailto:jgreen@kvoa.com)

or mail to:

KVOA Communications, Inc.

Jeff Green, General Sales Manager

P.O. Box 5188

Tucson, AZ 85703

KVOA IS A EQUAL OPPORTUNITY EMPLOYER  
PRE-EMPLOYMENT DRUG TESTING IS REQUIRED  
MOTOR VEHICLE RECORD REQUIRED